

# Career Coach

*Just like a Career Center except with wheels!*

## What can we do for you?

### **Computer Workstations**

The computers aboard the Career Coach have Internet access and are equipped with Microsoft Office software. Instructors will use a large monitor and SMART board for basic instruction on computer hardware and software use, which are key components to applying for and retaining jobs today.

### **Job Search Database**

Career Coach computers will have access to jobs available throughout the state. These jobs are categorized by industry and are available for viewing on our Internet site at <https://ecmats.tn.gov/eCMATS/>. Look at the jobs on the coach, at a Tennessee Career Center, or at home.

### **Training Workshops**

Career Coach staff will conduct valuable workshops such as résumé writing, job search strategies, and interviewing skills. These tools are extremely valuable to market yourself to a potential employer.

### **Employer Screening**

The Career Coach may be in your area to provide free screening and interviewing for Tennessee employers. Many HR departments use us to screen potential applicants so they can concentrate on interviewing the top prospects. For new employers moving to Tennessee who haven't completed their facilities, the Career Coach is a perfect place to interview potential hires.

### **Rapid Response**

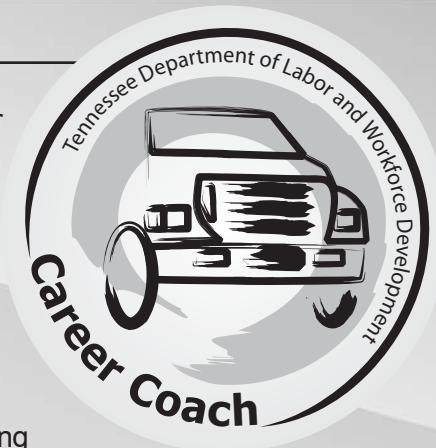
Tennessee's Rapid Response Team assists workers who lose their jobs because of permanent business closures or mass layoffs. The Rapid Response Team helps employees during layoffs by providing information about retraining, job opportunities, unemployment insurance benefits and other local, state, and federal services.

# Career Coach

*Career Coach Career Coach Career Coach*

## Get on the Coach!

The Tennessee Department of Labor and Workforce Development is proud to roll out our Career Coaches... mobile centers with services similar to what you might find in a Tennessee Career Center. These vehicles will arrive on the scene to provide a mobile computer lab with Internet access; create a venue for workshops including résumé assistance and interviewing skills; and serve as a recruitment center for companies moving into our state. If the Career Coach is in your neighborhood, great things are happening on the job front, so get on board!



### **VEHICLE STATS**

**Length:** 35 feet

**ADA Compliant:** yes

**Internet:** yes

**Computers:** 10 workstations

**Fax and Copier:** yes

**Monitor with SMART board:** yes

**Personnel:** 3 - 5 depending on event

**Booking:** Visit our internet site at [www.getonthecoach.tn.gov](http://www.getonthecoach.tn.gov) or call (615) 253-6749 to book the bus in your area!



# Tennessee Career Centers

*Where People and Jobs Connect*



## Job Seeker Services

### Computer Workstations

Many of our Tennessee Career Centers offer computers with Internet access, copy and fax machines, telephones and career resource materials. The Career Center has access to labor market information that can show you what occupations are in demand and what education and training may be required by employers in the industry.

### Access to Employers

The Career Center offers job seekers the unique opportunity to access hiring employers through local job fairs and hiring events at the centers, employer job listings and referrals. Job seekers can view open positions online and be referred if they meet the employer's skill requirements.

### Skills Training

There are several levels of training available at the Career Center including the following: basic workshops like résumé writing, job searching, and interviewing skills; adult education classes to brush up on math, writing, and reading comprehension in order to earn a GED; and information for obtaining a Career Readiness Certificate, an assessment-based credential based on ACT WorkKeys that gives employers and career seekers a uniform measure of key workplace skills. Training from a Tennessee Technology Center or other certified program may be available to eligible adults and dislocated workers.

### Veteran's Programs

A veteran's representative will meet with veterans to provide labor exchange and specialized services to military veterans.

## Employer Services

### Screening and Recruitment Services

Posting a job opening with the Tennessee Career Centers is easy. You can post by phone, fax or in person. Experienced interviewers use the latest technology to help bring employers and job applicants together. Space is available at select locations for employers to conduct on-site interviews.

### Labor Market Information

The Labor Market Information, Research and Statistics Section is the official source for all employment related data for the state. This section works closely with the U.S. Department of Labor's Bureau of Labor Statistics. [www.sourcetn.org](http://www.sourcetn.org)

### Career Center Job Fairs

Employers can participate in special event job fairs several times throughout the year. Some fairs may focus specifically on specialized employment sectors.

### Job Training Grants

Our On-the-Job Training and Incumbent Worker Training grants are directed at enhancing Tennessee's economy by developing new jobs and expanding existing industry.

### Layoff or Closure Assistance

Planning a layoff or closure? Our dislocated worker unit will dispatch a team to help you within 48 hours of notification. The Area Dislocated Worker Coordinator can assist you with the required Worker Adjustment and Retraining Notification (WARN) notice and explain the services and benefits available.



Tennessee Department of Labor and Workforce Development;  
Authorization number 337498; 7,500 copies; September 2010. This  
public document was promulgated at a cost of \$0.06 per copy.